


How Do I Assign Teachers and Students?


Go to: <https://apps.sde.idaho.gov/iPass>

1)



The screenshot shows the I-PASS homepage. At the top, there is a navigation bar with links: DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. Below this is a header with the IDAHO State Department of Education logo and a red 'Log On' button. A callout box with the text 'Click Log On' points to this button. The main content area includes a 'Welcome to I-PASS (Individual Portfolio Artifact Submission System)' message, a brief description of the system, and a section for 'Important Application Information' with links for 'Click here for Login Help' and 'Forgot Password?'. There is also a small image of a child on a walker.

2)



The screenshot shows the I-PASS login page. It features the IDAHO State Department of Education logo and a 'Log On' section. A callout box with the text 'Enter Username' points to the 'User name:' input field. Another callout box with the text 'Enter Password' points to the 'Password:' input field. Below the input fields is a 'Sign In' button. The page also includes a disclaimer about user responsibilities and a warning about the consequences of sharing account information.

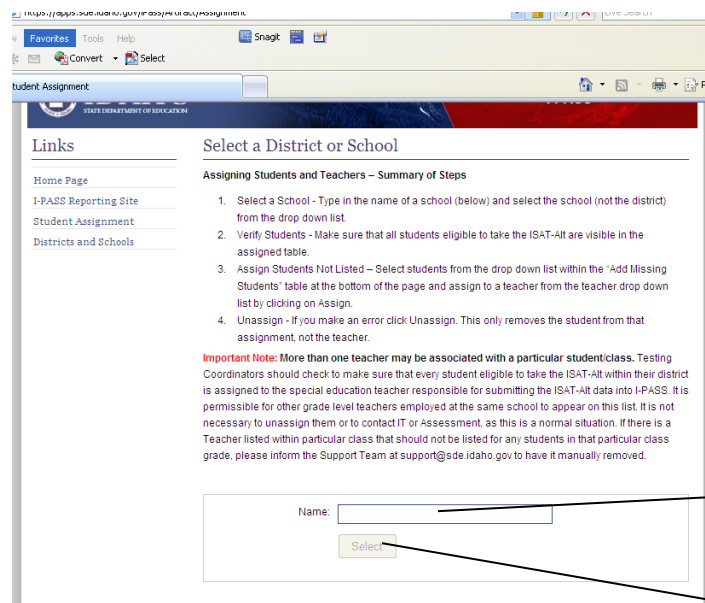
Please refer to the directions at the top of this screen if you have lost your Password

3)



Click Student Assignments

4)



Start typing school name.
The box will generate a
drop down menu with a list
of schools that best match
the first few letters.

Select your school name.

Click Select

Please refer to the directions at the top of this screen.

5)

Links

- Home Page
- I-PASS Reporting Site
- Student Assignment
- Districts and Schools

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Assigning Students and Teachers – Summary of Steps

1. Verify Students - Make sure that all students eligible to take the ISAT-Alt are visible in the assigned table.
2. Assign Students Not Listed – Select students from the drop down list within the "Add Missing Students" table at the bottom of the page and assign to a teacher from the teacher drop down list by clicking on Assign.
3. Unassign - If you make an error click Unassign. This only removes the student from that assignment, not the teacher.

Important Note: More than one teacher may be associated with a particular student/class. Testing Coordinators should check to make sure that every student eligible to take the ISAT-Alt within their district is assigned to the special education teacher responsible for submitting the ISAT-Alt data into I-PASS. It is permissible for other grade level teachers employed at the same school to appear on this list. It is not necessary to unassign them or to contact IT or Assessment, as this is a normal situation. If there is a Teacher listed within particular class that should not be listed for any students in that particular class grade, please inform the Support Team at support@sde.idaho.gov to have it manually removed.

Unassigned				
Student Name	Birthdate	Current Grade	Teacher	Action
	11/20/2001	Fourth Grade	-- select --	Assign

Assigned				
Student Name	Birthdate	Current Grade	ISAT ALT Grade Teacher (s)	Action

Add Missing Students		
Student Name	Teacher	Action
-- select --	-- select --	Add

Use the drop down menu to assign teacher from list

Click Assign

Please refer to the directions at the top of this screen

6) To Add Missing Students

Student Name	Teacher	Action
-- select --	-- select --	Add

Use drop down menu to select missing student

Use drop down menu to assign teacher from list

Click Add

If student is missing from drop down menu, contact your district's ISEE manager to verify ISEE information